

## **CITY OF BURBANK**

### **TRANSPORTATION SERVICES DRIVER**

#### **DEFINITION**

Under direction, to drive a multi-passenger vehicle to provide transportation services for senior citizens and disabled persons; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Transports citizens 60 years of age and older and disabled persons; drives a multi-passenger vehicle and/or an orthopedic vehicle equipped for wheelchairs and walk-on passengers; assists passengers in and out of vehicles and carries packages; provides special attention to seniors with canes, walkers, wheelchairs, and eyesight problems; does daily vehicle house-keeping maintenance and safety checks; maintains statistical records and logs; transports passengers in a timely manner.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - traffic regulations and the Motor Vehicle Code; city streets and public places; individual and personal needs of the elderly and disabled.
- Skill in - the safe operation of a van or small bus.
- Ability to - read City maps; physically assist ambulatory and wheelchair bound passengers; follow radio dispatched directions; tactfully and effectively communicate with the public; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** A satisfactory driving record.

**License & Certificates:** A valid California Class "B" driver's license with Passenger Endorsement or equivalent at time of application; an American Red Cross Standard First Aid Certificate is required within one month of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualification:** Graduation from high school or G.E.D. high school equivalent.